

Internal/External  
**STATE OF MONTANA JOB VACANCY**

**Department of Corrections/MONTANA STATE PRISON**  
**600 Conley Lake Road**  
**Deer Lodge, MT. 59722**  
***An Equal Opportunity Employer***

<b>Job Title:</b>	Licensed Practical Nurse	<b>Position No.:</b>	22685
<b>Division:</b>	Montana State Prison	<b>Pay Band:</b>	4
<b>Location:</b>	Deer Lodge	<b>Bargaining Unit:</b>	MFSE
<b>Status:</b>	Permanent, Full-Time	<b>Supplement:</b>	Yes, Authorization to Release
<b>Salary:</b>	\$14.106 - \$17.632/ hr DOE	<b>Hours:</b>	Full time, 12 hour shifts, exact shift to be determined

**Application Deadline:** Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. **Open until filled.** **Applications will be reviewed weekly and interviews held.** Attach a copy of the required license and a completed reference and criminal background authorization form to application. Application materials are available on the web at [www.mt.gov](http://www.mt.gov).

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**Typical Duties:** Attending to the general care of inmate patients; assisting in cleanliness, grooming, rest and nourishment of patients; administers medication in the Infirmary and in Housing Units; observes, records and reports general condition of patients, assists in the development of nursing care plans; performs various tests; administers emergency treatment.

**Qualifications:** Considerable knowledge of practical nursing principles, practices and methods. Knowledge of medications and working knowledge of drugs and treatments interaction. Working knowledge of routine nursing duties and emergency nursing duties. Working knowledge of security and security procedures. Ability to monitor and secure Infirmary and satellite infirmaries at High Security Support building, Maximum Security building and Low Security Support building as well as control inmate traffic to these areas. Maintain security of drugs, keys and syringes when inside prison compound and inmate housing units. Skilled in use of medical instruments and equipment. Skilled in using security equipment - cell keys. Working knowledge of cuffs, belly chains, leg irons and cuff keys. Routine and emergency use of Infirmary radio. Must have the ability to apply all of the above. To respond in the event of an emergency; prioritize and react efficiently in case of emergency maintaining safety and security of staff and inmates; to establish effective working relationships with others to include security, programs, food service and all departments needed to provide services and security to the institution; to communicate effectively verbally and in writing; make critical observations and accurately report them to proper personnel; to work with adult male felons as patients and as supervisor to inmate workers.

**Education and Experience:** Requires graduation from an approved school of Practical Nursing and licensure or eligible for licensure in the State of Montana with two years experience as an LPN, prior working experience in a correctional facility preferred. A Training Assignment may be considered for individuals with less than two years experience as a LPN.

**THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.**

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

**Equal Employment Opportunity Employer:** This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

**Immigration and Control Act:** In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Montana Compliance with Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**Application and Selection Process:**

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. \*\* HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. \*\***
4. **Copy of Applicable Nursing License**

Application materials can be obtained from any Job Service Office or Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722 Also available on the web at [www.mt.gov](http://www.mt.gov).

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** This position is classified at a band 4 on the State of Montana broadband pay plan. The salary range is \$14.106 - \$17.632/hr based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

***This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.***

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b>	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_